

Executive Registry

80-4479

6 June 1980

MEMORANDUM FOR: B. C. Evans
Executive Secretary

FROM: Deputy Director of Central Intelligence

SUBJECT: Review of O/DCI Records

REFERENCE: A/DDCI memo, dtd 29 Jul 77, subject:
Implementation of Records Control
Schedules

1. As the senior official supervising the DCI Records Management Officer [redacted], you are authorized to conduct the review of O/DCI records required by the reference. This review will include all records maintained by the Office of the Director of Central Intelligence, including former DCI, DDCI and Executive Director records.

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2. The purpose of this review is to bring the records into conformance with current records control schedules approved by the Archivist of the United States. This includes: (1) designating records as permanent or temporary in accordance with the schedules; (2) removing and destroying duplicate documents, other non-record material, and expired temporary records; and (3) documenting the files by listing them in automated Agency inventory systems. Permanent records that are 20 or more years old will be identified to the Classification Review Division, ISS/DDA, for systematic classification review in accordance with Executive Order 12065 [redacted]

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3. The files under review will be processed in accordance with CIA records destruction policy, most recently published [redacted]. This policy specifies that the disposition of questionable records be determined in coordination with the Agency Records Management Officer and the Office of General Counsel where appropriate. Questionable records include those that are identified on the OGC records retention list or that otherwise may be related to legal requirements such as FOIA/PA or to improper activities as defined under Executive Order 12036.

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4. When required, cleared National Archives and Records Service (NARS) personnel may be consulted concerning the retention of material and any proposed amendments to records control schedules.

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[redacted]

Frank C. Carlucci

Attachment : OGC memo dated 4 June [redacted]

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Copies Furnished: DDCI, DDA (Attn: RSB/ISAS), and GC (Attn: [redacted])
Drafted by: DDA/RSB/ISAS [redacted] Concurrred in draft: OGC [redacted]
(With understanding that provisions of memo dated 4 June 80, attached, will be complied with.)

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